

Role Profile

This section provides key information relating to the role

Job Title:	HR & Recruitment Officer		
Post No:		Grade:	G
Team:	HR & OD	Location:	CE
Responsible to:	HR & OD Manager		
Responsible for:	N/A		

Overall job purpose:

To lead on all operational aspects of the recruitment process, in accordance with council's policies, procedures, employment legislation and best practice.

To manage the onboarding process and provide information and assistance throughout the employment lifecycle.

To support the HR function to deliver an effective and professional human resources service to the council.

To maintain HR records and co-ordinate responses for data requests including FOI's, ONS, KPI's and ad hoc reporting.

To support the administration of the day-to-day operation of the Human Resources service, resolving queries and signposting where appropriate and escalating to the HR Advisors and HR&OD Manager as required.

Key areas of focus:

1.	To provide first line advice and guidance on recruitment, onboarding and agency workers appointments.
2.	Support managers with all aspects of the recruitment lifecycle through to onboarding the employee and actively look to improve and streamline processes.
3.	To devise, develop and implement continuous improvement in all recruitment activity, including assisting managers with drafting adverts, preparing assessments and interview questions.
4.	Liaising with managers to ensure the correct media is utilised for posting adverts, including job boards, social media, and outdoor advertising.
5.	Responsible for managing all pre-employment checks, ensuring policy and legislation compliance.
6.	Ensure legal compliance when undertaking Right to Work checks and keeping up to date with relevant changes to the immigration system.

7.	Onboard all new starters onto the HR and Payroll System and initiate new starter IT accounts ensuring employees are paid accurately and the correct conditions are attached to all new starters.
8.	Responsible for making reasonable adjustments for recruitment and liaising with Advisors and managers following pre-employment health screening outcomes.
9.	To develop and maintain a detailed knowledge of contracts and terms & conditions of service, giving advice to managers and employees as appropriate
10.	Produce appropriate contractual documentation and written correspondence in relation to external and internal appointments and variations of contracts.
11.	To oversee and be proactive in developing the council's recruitment portal.
12.	Manage HR/ Payroll transactions each month in conjunction with the payroll team to ensure an accurate payroll is run every month.
13.	To take an active role in the development of the Human Resources Service, identifying areas for improvement and contributing to HR policy development.
14.	Monitoring of HR shared inbox, answer queries and provide basic practical advice to managers and employees in relation to policies and procedures.
15.	To maintain HR records and the council's computerised systems, including setting up and maintaining personal records, producing regular and ad hoc reports from the system (including statutory and other returns) and developing the functionality of systems
16.	To be responsible for managing bespoke projects including long service awards and buying and selling leave.
17.	To carry out job evaluations and provide feedback and advice to managers as required.
18.	To contribute to the maintenance, development and implementation of corporate Human Resources policies, procedures and practices, which are effective, efficient and ensure legal compliance.
19.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
20.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
21.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Educated to GCSE level or equivalent, including English and Maths	x		AP

Member of CIPD		x	AP
Significant experience of recruitment and selection within a public sector environment	x		AP/IN
Experience of working within a HR service	x		AP
Experience of applying policies and procedures consistently within a range of situations	x		AP/AS/IN
Experience of job evaluation methodologies and participating in job evaluation panels	x		AP/AS
Strong IT skills and experience of HR systems	x		AP
Experience in the application of local government terms and conditions of service	x		AP/IN
Knowledge			
Up to date knowledge and understanding of recruitment markets and best practice	x		AP/IN
Knowledge of council branding and priorities for recruitment campaigns	x		AP/AS
Sound understanding of equality legislation and best practice, and how this should be applied in practice	x		AP/IN
Knowledge of employment law and impact on terms & conditions of employment, knowledge of local government terms and conditions	x		AP/IN
Knowledge of HR Systems and key data requirements within a HR Service	x		AP/AS
Skills and abilities			
Ability to build effective working relationship and influence others.	x		IN
Ability to analyse solutions and demonstrate innovate thinking	x		IN
Highly organised with the ability to organise a varied workload	x		IN/AS
Ability to work to tight deadlines	x		IN/AS
Evidence of continuous professional development	x		AP
Ability to develop systems and procedures to meet recruitment and generalist HR needs	x		AP

Ability to process information accurately, with excellent attention to detail.	x		AP
Need to be flexible to adapt to changing priorities			AP
Skilled in the use of HR Systems	x		IN
Ability to manipulate and present data using Microsoft Office suite	x		IN/AS
Ability to exercise complete discretion at all times	x		IN
Ability to develop positive working relationships with individuals at all levels	x		IN

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours:



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.